

## Business Technology Alignment (BTA) Architecture Working Group Meeting Minutes 10/21/03

<b>Location:</b>	830 1 <sup>st</sup> Street, NW, UCP (room 74D1 / 74D2), 9:30 – 11:00	
<b>Present:</b>	Denise Hill, FSA Enterprise Architecture Jackie Anderson, Financial Partners Charles Exum, Operations (CSC) Terry Hardgrave, Pearson EA Team Colleen Kennedy, ASEDS (Schools) Alex Lefur, EAI / ITA (Accenture)	Carl Porter, Operations (CSC) Yair Rajwan, Pearson EA Team (IBM) Robin Robison, Pearson EA Team (IBM) Courtland Smith, Borrower Services Ed Vail, Pearson EA Team (Popkin) Deb White, Pearson EA Team
<b>Agenda:</b>	<u>Agenda:</u> <input type="checkbox"/> Review / Approve Previous Meeting's Minutes <input type="checkbox"/> Open Source Software <input type="checkbox"/> XML Spy Proposal <input type="checkbox"/> Technology Handbook Migration <input type="checkbox"/> EA Governance	
<b>Action Items:</b>	<p><b>Previous (Open):</b></p> <ol style="list-style-type: none"> <li><b>July 15 – Alex Lefur</b> to ensure escalation procedures are in-place for the SAIG implementation. In addition, the points of contact need to be refreshed based on the latest FSA organization announcement.</li> <li><b>July 15 – Denise</b> will address the idea of modifying the business case template to emphasize the requirement of an Architecture Working Group review.</li> <li><b>August 12 – Alex Lefur</b> to get largest file size used in SAIG capacity testing and send to Deb/Terry for distribution.</li> <li><b>September 9 – Sandy England</b> to update the performance test scope &amp; schedule for the implementation of Cisco CSS to include AKAMAI.</li> <li><b>September 9 – Denise Hill</b> to raise the concern that within FSA, there is no single entity that is responsible for web coordination (within FSA AND to ED)</li> <li><b>September 9 – Terry Hardgrave and Sandy England</b> to discuss a mechanism for archiving modernization and out-of-date documentation that may need to be searched, but not available for external usage.</li> <li><b>September 9 – Colleen Kennedy</b> to present on the topic of adding a bonus pack to Interwoven (content management tool) to the Architecture Working Group for review / approval.</li> </ol> <p><b>New:</b></p> <ol style="list-style-type: none"> <li><b>October 21 – Denise Hill and Terry Hardgrave</b> to discuss the open questions related to FTP / Telnet and the IG audit. <i>Update:</i> A meeting was held on October 28 with representatives from the EA Team, Security and VDC. The attendees will review Charles' Commercial SSH vs Open Source SSH report, scan VDC servers to identify what FTP traffic goes through the VDC (and ED).</li> </ol>	

	<p>The goal is to derive an FTP and Telnet standard.</p> <p><b>Closed:</b></p> <ol style="list-style-type: none"> <li>1. <b>August 12 – Christine Williams</b> to send Terry the updated diagrams to be considered for TIB. <b>Update:</b> Accenture will update the production diagrams for the Narrowcast Server when it goes to production: currently scheduled for the second week of October. The diagram will be sent to Terry at that time. The updated diagrams have been received. <i>Completed.</i></li> </ol>
<b>Issues/Risks:</b>	n/a
<b>Next Meeting:</b>	<p>Tuesday, November 18<sup>th</sup>, 2003 (tentative)  9:30 am – 11:00 am  830 1<sup>st</sup> Street, NW, UCP (room TBD)</p> <p>Expected Topics:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approval of previous meeting's minutes</li> <li><input type="checkbox"/> Open Source Software (follow-up)</li> <li><input type="checkbox"/> ISIR Data Mart (update)</li> <li><input type="checkbox"/> Security of Privacy Act Data</li> </ul>

#### Meeting Discussion Items:

- **Review of Previous Meeting Minutes**
  - ***All items distributed at the meeting should be shared with each respective member's organization.***
  - The previous meeting minutes were reviewed. Jay Walker updated the notes on the ISIR Data Mart discussion, in addition to correcting the ITA Diagram w/Cisco CSS in the FSA Load Balancing (Network Dispatcher vs. Cisco CSS) presentation. See attached 09/09/03 amended meeting minutes and presentation.
  - With this modification, the meeting minutes were approved.
- **Open Source Software**
  - Charles Exum (CSC) provided a comparison of Commercial SSH (Secure Shell) vs. Open Source SSH. ED/FSA has been using unencrypted telnet and FTP utilities to connect to servers within their environment. A recent OIG audit recommended that the use of these unencrypted communication utilities should be ceased.
  - It was determined that more research is required on this subject to:
    - Clarify the IG audit on the needs of internet vs intranet.
    - What is the cost per user?
    - Who is using FTP and Telnet? From where?
  - The audit recommendation was to be implemented by end of October '03. FSA will not be completed by this time, but will publish a revised schedule by end of October '03.
- **XML Editory / XMLSpy**
  - On Holly Hyland's behalf, Terry Hardgrave presented a proposal to add XML Editor to FSA's Technology Policies, Standards and Products Guide as well as to adopt XMLSPY as an FSA Standard.
  - The Architecture Working Group approved both proposals.

- 
- **Technology Handbook Migration**
    - Terry Hardgrave also presented a draft Technology Handbook Migration Plan. The goal is to make the Technology Library (previously known as the handbook), 508-compliant, more usable with all documents in both Dream Weaver and PDF for easy browsing and printing respectively.
    - The Architecture Working Group approved the continuance of this activity.
  - **EA Governance**
    - Yair Rajwan presented the EA Governance material to the group.
    - The Architecture Working Group recommended updating the business case template as a visual reminder to include the presentation and subsequent approval from the Architecture Working Group.
  - **Adjourn.**
    - The next meeting date was not discussed, but is tentatively set for Tuesday, November 18<sup>th</sup>.